



INVITATION TO BID NO: 13-R-2252539

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY : 005044  
DEPT OF CORRECTIONS  
AGENCY REQ. NO. : COOKOIL  
T-NUMBER :  
DATE ISSUED : 07/03/13  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1512299  
BUYER NAME : WENDY PENTON

FOR: COOKING OIL  
\*RE-BID\*

BUYER PHONE NO. : (334) 353-7176-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 07/17/13 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 07/18/13 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER  
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY  
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT [WWW.DHS.GOV/E-VERIFY](http://WWW.DHS.GOV/E-VERIFY).

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

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VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

#### BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

#### AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

#### AWARD:

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS OF THE BID.

ALL INFORMATION MUST BE COMPLETED OR THE BID WILL BE REJECTED, SUCH AS THE "PACKER" AND "BRAND".

BIDDERS MAY SUBMIT ONLY THE REQUIRED PAGES OF THE BID WITH ATTACHMENTS.

#### FIRM PRICING:

ALL PRICES BID MUST BE HELD FIRM FOR 45 (FORTY FIVE) CALENDAR DAYS AFTER THE BID OPENING. IF A PURCHASE ORDER IS ISSUED, PRICING MUST BE HELD FIRM UNTIL COMPLETION OF THE PURCHASE ORDER.

#### DELIVERED FOOD PRODUCTS - OFFICIAL USDA CERTIFIED INSPECTIONS:

THE STATE RESERVES THE RIGHT TO REQUEST AN OFFICIAL USDA CERTIFIED INSPECTION TO VERIFY DELIVERED PRODUCTS RESULTING FROM AWARDED LINES OR GROUPS RELATED TO THIS SOLICITATION.

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#### IMPORTANT INFORMATION!

\*REQUIRED INFORMATION TO BE COMPLETED UNDER THE LINE ITEM:

"PACKER" IS DEFINED AS THE MANUFACTURER AND VICE VERSA.

"BRAND" IS DEFINED AS THE LABEL FOR THE MANUFACTURER AND VICE VERSA.

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IF THE PRODUCT BID HAS NO DEFINED "BRAND", COMPLETE THE REQUIRED INFORMATION FOR THE SPACE FOR "BRAND" WITH THE "PACKER" AS DEFINED. LINE ITEMS WILL BE REJECTED WITHOUT THE ALL INFORMATION COMPLETED AS REQUIRED.

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FILLING OUT THE BID PRICE SHEET(S):

VENDORS MUST COMPLETE "PACKER" & "BRAND" INFORMATION UNDER THE ITEM LINE SPECIFIED, OR LINE/GROUP FOR THAT PRODUCT WILL BE REJECTED.

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PROCEDURES FOR "BRAND" (LABEL) SUBSTITUTES\*

"BRAND"(LABEL) SUBSTITUTIONS:

"BRAND"(LABEL) SUBSTITUTIONS REQUESTED BY THE AWARDED VENDOR CAN BE ACCEPTED BY THE STATE, BUT THE SUBSTITUTION(S) MUST BE THE SAME PRODUCT BID, (MFR) WITH ONLY A BRAND (LABEL) CHANGE. WRITTEN APPROVAL MUST BE OBTAIN FROM DOC PRIOR TO DELIVERY OR THE PRODUCT(S) WILL BE REJECTED. CONTACT DOC WAREHOUSE: SCOTT.CORNETTE@DOC.ALABAMA.GOV

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PACKAGING:

BIDS ARE REQUIRED IN UNITS AS SPECIFIED AND PACKAGED AS INDICATED IN THE ITEM LISTING. ALTERNATE PACKAGING WILL NOT BE CONSIDERED.

ALTERNATE PACKAGING BID ON LINE ITEMS OR GROUP(S) WILL BE REJECTED.

REJECTED PRODUCTS:

THE COST OF RETURN FREIGHT AND ANY STORAGE COST OF REJECTED PRODUCT OR OTHER EXPENSES INCURRED BY ALABAMA DEPARTMENT OF CORRECTIONS INSTITUTIONAL SERVICES DIVISION DUE TO FAILURE TO CONFORM TO SPECIFICATIONS, (DEFECTIVE PRODUCTS ETC..) WILL BE CHARGED TO THE AWARDED VENDOR.

\*\*\*\*\*DELIVERY PROCEDURE INFORMATION\*\*\*\*\*

(A) UPON RECEIPT OF THE PURCHASE ORDER(PO) THE AWARDED VENDOR OR THE VENDOR/MANUFACTURER FREIGHT CARRIER REPRESENTATIVE SHOULD CONTACT VIA EMAIL, THE DEPARTMENT OF CORRECTIONS TO SCHEDULE DELIVERY (SEE CONTACT INFORMATION BELOW).

CONTACT DOC REPRESENTATIVES, VIA EMAIL ONLY, TO SCHEDULE DELIVERY:

\*FOOD ITEMS EMAIL: KYLE.BAYER@DOC.ALABAMA.GOV

\*COLD/FROZEN ITEMS EMAIL: BECKY.SMITH@DOC.ALABAMA.GOV

\*\*\*\*\*IMPORTANT INFORMATION\*\*\*\*\*

\*WHEN DELIVERY CAN NOT BE CONFIRMED AFTER EMAILING DOC TO SCHEDULE DELIVERY, (ALLOW 48 HOURS OR TWO (2) BUSINESS DAYS FOR DOC RESPONSE), CONTACT: SCOTT CORNETTE, DOC WAREHOUSE DIRECTOR AT: SCOTT.CORNETTE@DOC.ALABAMA.GOV

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IF NO EMAIL RESPONSE IS RECEIVED AFTER 72 HOURS OR THREE (3) BUSINESS DAYS FROM DOC, CONTACT THE DOC PROCUREMENT OFFICER IMMEDIATELY!

DOC PROCUREMENT OFFICER: BETH.BURNETT@DOC.ALABAMA.GOV

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(B) THE DEPARTMENT OF CORRECTIONS WILL ACCEPT DELIVERY UNLESS IT IS AGREED BETWEEN THE VENDOR OR THE VENDOR/MANUFACTURER FREIGHT CARRIER REPRESENTATIVE AND THE DEPARTMENT THAT THE SCHEDULED

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DELIVERY AGREEMENT HAS CHANGED. ALL DELIVERY CHANGES MUST BE  
CONFIRMED IN WRITING AND AGREED BETWEEN BOTH PARTIES VIA EMAIL.

\*\*ONLY SCHEDULED & CONFIRMED DELIVERIES VIA EMAIL WILL BE ACCEPTED

NOTE: NO DELIVERIES ARE ACCEPTED ON WEEKENDS OR ALABAMA LEGAL  
HOLIDAYS. DELIVERY TIMES ARE BETWEEN 7:00AM UNTIL 2:00PM UNLESS  
AGREEMENT IS MADE IN WRITING BETWEEN DOC AND THE AWARDED VENDOR.

- (C) ANY CHANGES TO THE SCHEDULED DELIVERY SHALL BE A MINIMUM OF TWO  
BUSINESS DAYS, AGREED AND CONFIRMED IN WRITING VIA EMAIL BETWEEN  
THE DEPARTMENT AND THE VENDOR OR VENDOR/MANUFACTURER FREIGHT  
CARRIER REPRESENTATIVE.
- (D) UNFORESEEN EVENTS DELAYING DELIVERY SUCH AS (I.E.), ACCIDENTS  
OR EXTREME WEATHER CONDITIONS ETC... MAY EXEMPT THE VENDOR OR  
VENDOR/ MANUFACTURER FREIGHT CARRIER REPRESENTATIVE FROM THE  
SCHEDULED DELIVERY AGREEMENT WITH THE DEPARTMENT OF CORRECTIONS.  
STATE PURCHASING WILL MAKE THIS DETERMINATION WITH DOCUMENTATION  
FROM THE VENDOR OR VENDOR/MANUFACTURER FREIGHT CARRIER  
REPRESENTATIVE AND THE DEPARTMENT OF CORRECTIONS.

FAILURE OF THE VENDOR/MANUFACTURER FREIGHT CARRIER REPRESENTATIVE TO  
FOLLOW THE DELIVERY TERMS AND CONDITIONS MAY RESULT IN CANCELLATION  
OF THE CONTRACT AND ANY OUTSTANDING PURCHASE ORDERS BY STATE  
PURCHASING.

FAILURE OF THE DEPARTMENT TO FOLLOW THE DELIVERY TERMS AND CONDITIONS  
MAY RESULT IN THE DEPARTMENT PAYING SHIPPING COSTS, BOTH WAYS, FOR THE  
PRODUCT THAT WAS SHIPPED. STATE PURCHASING WILL DETERMINE MATTERS  
REGARDING CONTRACT CANCELLATION AND SHIPPING COSTS.

NO DELIVERIES ARE ACCEPTED OR SCHEDULED ON WEEKENDS OR ALABAMA'S  
LEGAL HOLIDAYS. DELIVERY TIMES ARE ONLY BETWEEN 7:00AM UNTIL 2:00PM  
CENTRAL TIME.

\*\*\*\*\*DOCUMENTATION FOR DELIVERY\*\*\*\*\*

ALL PACKING SLIPS MUST CONTAIN PURCHASE ORDER NUMBER(S) OR THEY WILL  
BE REJECTED. PRODUCT MUST BE PALLETIZED AND SHRINK WRAPPED ON A  
STANDARD 4-WAY PALLET 40" X 48", NORMALLY 48 CASES TO A PALLET.  
ALL PRODUCTS MUST BE PALLETIZED AND SHRINK WRAPPED UNLESS INDICATED  
ON THE BID OTHERWISE OR AGREED IN WRITING BETWEEN DOC AND VENDOR(S).

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DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN  
PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR  
RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE  
BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD, AS DETERMINED BY  
THE STATE PURCHASING DIRECTOR.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN  
THE BID PRICES.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A  
FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF  
FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT.  
AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME  
VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE  
STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE  
PAYMENT OF ACCRUED AGREEMENT PAYMENT.

\*\*\*\*\* INSTRUCTIONS FOR SAMPLES(S) \*\*\*\*\*

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SAMPLE(S) ARE NOT REQUIRED WITH THE ITB RESPONSE BUT MAY BE REQUESTED DURING THE EVALUATION PERIOD.

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SAMPLE(S) FROM VENDORS SHALL BE REQUESTED PER THE FOLLOWING:  
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- 1) IF REQUESTED BY STATE PURCHASING OR DEPARTMENT OF CORRECTIONS DURING THE EVALUATION OF THE ITB RESPONSE, STARTING WITH THE APPARENT LOWEST BIDDER. IF THE APPARENT LOWEST BIDDER DOES NOT MEET SPECIFICATIONS OF THE BID, THE NEXT APPARENT LOWEST BIDDER MAY BE REQUIRED TO SUBMIT A SAMPLE(S) UNTIL THE SPECIFICATIONS OF THE BID IS SATISFIED.
- 2) SAMPLE(S) MAY BE REQUESTED FOR PRODUCTS THAT HAVE NOT PREVIOUSLY BEEN EVALUATED AND ACCEPTED AS MEETING SPECIFICATIONS PRIOR TO THE ISSUANCE OF THIS ITB.

ANY ADDITIONAL SAMPLE(S) OF A PREVIOUSLY EVALUATED AND ACCEPTED SAMPLE(S) BY THE DEPARTMENT OF CORRECTIONS, CAN ONLY BE REQUESTED FOR EVALUATION BY STATE PURCHASING ONLY.

SAMPLE(S) AND/OR ADDITIONAL INFORMATION MUST BE RECEIVED WITHIN SEVEN (7) BUSINESS DAYS AFTER REQUEST OR THE LINE ITEM OR GROUP BID WILL BE REJECTED.

WHEN SAMPLE(S) ARE REQUESTED THEY MUST BE PROVIDED TO THE STATE AT NO CHARGE AND SHOULD BE LABELED WITH THE FOLLOWING INFORMATION:

VENDOR'S NAME, BID NUMBER, LINE NUMBER, MANUFACTURER'S  
(PACKERS) NAME, BRAND OR LABEL.

VENDORS MUST CONTACT THE BUYER AT STATE PURCHASING FOR THE MAILING ADDRESS FOR REQUESTED SAMPLE(S); WENDY.PENTON@PURCHASING.ALABAMA.GOV

\*\*\*\*\* IMPORTANT INFORMATION \*\*\*\*\*

ALL SAMPLES RECEIVED FROM VENDORS THAT HAVE NOT BEEN REQUESTED BY THE DEPARTMENT OF CORRECTIONS OR STATE PURCHASING, WILL NOT BE A PART OF THE EVALUATION OF THIS ITB.

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IT IS THE VENDOR'S RESPONSIBILITY TO READ THIS ENTIRE DOCUMENT FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE ITB.

REMINDER: BIDDERS MUST SUBMIT AN ORIGINAL AND A MINIMUM OF ONE EXACT, COMPLETE COPY (INCLUDING SIGNATURE AND NOTARY) OF THE BID AS SHOWN ON PAGE 2 OF THIS ITB, OR YOUR BID WILL BE REJECTED.

BIDDERS MAY SUBMIT ONLY REQUIRED PAGES OF THE BID WITH ATTACHMENTS.

REMEMBER:

ALL PRODUCT(S) MUST BE PALLETIZED AND SHRINK WRAPPED UNLESS INDICATED ON THE BID OTHERWISE OR AGREED IN WRITING BETWEEN DOC AND VENDOR(S).

ALTERNATE PACKAGING BID WILL BE REJECTED FOR ALL LINE ITEMS/GROUPS.

\*\*\*\*\*

CONTACT: BETH BURNETT, PROCUREMENT @ 334-353-5518 OR EMAIL:  
BETH.BURNETT@DOC.ALABAMA.GOV FOR SPECIFICATION QUESTIONS.

FOR PROCEDURAL QUESTIONS CONTACT THE BUYER, WENDY PENTON @



SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 13-R-2252539

OPEN DATE : 07/18/13 TIME: 10:00 AM

RETURN DATE: 07/17/13 TIME: 5:00 PM

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INVITATION TO BID

334-353-7176 OR WENDY.PENTON@PURCHASING.ALABAMA.GOV

\*\*\*\*\*

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 13-R-2252539

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OPEN DATE : 07/18/13 TIME: 10:00 AM

RETURN DATE: 07/17/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: 005044 / 0001					
DEPT OF CORRECTIONS					
SHIPPING WAREHOUSE					
2699 MARON SPILLWAY					
ELMORE AL 36025					
00001	COMMODITY CODE: 393-75-021076 OIL, COOKING, PURE VEGETABLE/SOYBEAN FOR FRYING & BAKING OR SALADS. 1/35 LB CONTAINER NO HYDROGENERATION MECHANICAL PROCESSING FROM SOYBEAN ALL NATURAL, CONTAINS NO TRANS FAT EXTENDED FRY LIFE FLAVOR: NEUTRAL RETAINS NATURAL VITAMIN E * INVENTORY # I3737	14040	CR		

\*\*\*\*\*DELIVERY CONFIRMATION REQUIRED\*\*\*\*\*

CONTACT ADOC VIA EMAIL  
AFTER RECEIPT OF PURCHASE ORDER, VENDOR  
MUST EMAIL ADOC TO CONFIRM DELIVERY  
DATE(S) PER THE FOLLOWING ESTIMATED  
SCHEDULE:

SHIP FIRST LOAD 7-21 DAYS, THEN  
ONE (1) LOAD EVERY OTHER WEEK UNTIL  
COMPLETE

QTR: JULY, AUGUST, SEPTEMBER

PACKER: \_\_\_\_\_ BRAND: \_\_\_\_\_

THE ABOVE INFORMATION MUST BE COMPLETED  
OR YOUR BID WILL BE REJECTED.

PAGE TOTAL

BID TOTAL